

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Heating Plant Supervisor

Class Code: 80262

A. Purpose:

Supervises the operation, maintenance and repair of equipment in a power/heating plant by formulating operating procedures, assigning subordinates to shifts and evaluating the quality of performance.

B. Distinguishing Feature:

Heating Plant Supervisor formulates operating procedures, assigns subordinates duties, inspects completed assignments, and completes performance appraisals for the heating plant operator positions.

Heating Plant Operator monitors the operation of boilers, pumps, motors, combustion control equipment, and all other devices that ensure proper operation of a power boiling plant.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Supervises heating plant operators to ensure the goals and objectives of the work unit are met.
 - a. Completes performance appraisals.
 - b. Hires personnel.
 - c. Assigns subordinates to shifts.
 - d. Signs leave requests.
2. Supervises the operation of a power boiler plant, its auxiliary equipment, and transmission and distribution systems by testing or conducting preventive maintenance tests on pumps, motors, valves, lines, and other mechanical equipment to ensure smooth operation of the plant.
3. Formulates operating procedures and conducts periodic inspections of all boilers, distribution systems, and related equipment to ensure proper operation.
4. Reviews operating reports and records received from heating plant operators, forecasts fuel needs and requisitions all materials and supplies to ensure availability of materials and fuels.
5. Prepares specifications for repair or maintenance projects and inspects work in progress or completed by staff or contracted to ensure proper and economical procedures.
6. Participates in the operation, maintenance, adjustments, and repair of boilers and associated mechanical equipment to ensure specified operating conditions are followed.
7. Performs other work as assigned.

D. Reporting Relationships:

Typically supervises Heating Plant Operators who monitor the operation of boilers, pumps, motors, valves, lines, and related equipment.

E. Challenges and Problems:

Challenged to respond immediately to serious or emergency situations; to motivate subordinates; to introduce timesaving and laborsaving techniques to employees; and to forecast emergency fuel needs and prevent or correct boiler troubles.

Typical problems include repairing old or outdated equipment when replacement parts must be fabricated; restarting boilers; and, predicting maintenance needs through preventive maintenance inspection of boilers and related equipment.

F. Decision-making Authority:

Decisions made include scheduling shifts and assignments to heating plant operators; replacing or repairing machinery or equipment; quality and quantity of requisitioned material and fuel; and performance appraisal ratings of subordinates.

Decisions referred include budget recommendations; approval of large expenditures; and staffing requests.

G. Contact with Others:

Daily contact with contractors, electricians, and plumbers reviewing specifications or performing contractual services; campus or departmental staff and security personnel to discuss power plant needs.

H. Working Conditions:

The Heating Plant Supervisor is exposed to high temperatures, dust, dirt, high noise levels, fumes and smoke. During maintenance repairs, the incumbent comes in contact with oil and grease and may be required to work in cramped areas. The incumbent is subject to severe burns from faulty or malfunctioning equipment.

I. Knowledge, Skills and Abilities:

Knowledge of:

- effective methods of supervision;
- methods, tools, and equipment used in the operation, maintenance, and repair of boilers;
- occupational hazards and appropriate safety precautions.

Ability to:

- supervise and provide work direction to staff;
- prepare standard oral and written instructions and reports;
- participate in the operation, maintenance, adjustments, and repair of boilers and associated mechanical equipment;
- maintain operating records;
- conduct operating cost analysis.